



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

Peter McWalters  
Commissioner

## VACANCY NOTICE

**April 2, 2006**

RHODE ISLAND DEPARTMENT OF EDUCATION  
OFFICE OF HUMAN RESOURCE DEVELOPMENT

### HUMAN RESOURCE ASSOCIATE

**\$60,483 - \$82,719**

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APPLICATION PERIOD:

All resumes must be received or post-marked on or before **April 18, 2006** or until position is filled.

DUTIES AND RESPONSIBILITIES:

See attached job description.

APPLICATIONS:

Send resume, all transcripts, and two current letters of reference to:

Paula A. Rossi, SPHR, Director  
Office of Human Resource Development  
255 Westminster St.  
Providence, RI 02903

Cover letter and resume may be e-mailed to [christine.arslanian@ride.ri.gov](mailto:christine.arslanian@ride.ri.gov)  
Transcripts and signed letters of reference should be mailed.

*REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**Telephone** (401)222-4600    **Fax** (401)222-6178    **TTY** 800-745-5555    **Voice** 800-745-6575

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

## **DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**

### **NON-CLASSIFIED JOB DESCRIPTION**

**TITLE:** Human Resource Associate

**GENERAL STATEMENT OF DUTIES:** Incumbent coordinates new employee orientations, staff development and wellness programs and administers a wide variety of human resource functions.

**SUPERVISION RECEIVED:** Works under the general supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to program and professional standards.

**SUPERVISION EXERCISED:** Generally none; however, may plan, supervise and review the work of staff.

#### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Develop and implement a web based orientation for new department employees.

Coordinate employee development initiatives focused on building the capacity of the department to achieve its mission.

Coordinate employee wellness and health benefit initiatives.

Administer deferred compensation programs for the Board of Regents.

Maintain the department's human resources web site and perform the duties related to maintaining the Human Resources section of the agency web site.

Research complex questions from employees and others regarding federal and state policies and regulations related to employment and labor relations.

Ensure Regents Personnel Policies and procedures are current with changes in employment and labor law and regulations.

Work with Employee Assistance Programs to ensure employees are aware of services and have access to needed support.

Prepare data analysis summaries, reports and correspondence as assigned.

Perform other duties as assigned.

**REQUIRED QUALIFICATIONS**

**KNOWLEDGE AND SKILLS:**

Knowledge of effective human resource practices and interest based labor relations methodology.

Knowledge of federal and state employment and labor law, State Merit System Act and Personnel Rules, and the Board of Regents Personnel policies and the ability to interpret and apply such provisions.

Knowledge of the basic principles of interviewing and employment counseling.

Skilled in problem identification and problem solving.

Skilled in facilitating the work and interactions of others.

Skilled in establishing and maintaining effective work relations with employees, external stakeholders and the public.

Skilled in active listening and in communicating, both orally and in writing.

Skilled in the use of technology.

Skilled in working with a wide range of people on a variety of topics.

Skilled in the use of technology.

Skilled in organizing work and managing multiple priorities.

**EDUCATION:** Bachelor degree in human resources or related field. PHR or Masters preferred

**EXPERIENCE:** At least 5 years employment in a responsible position in human resources.

**OR:** Any combination of education and experience that shall be substantially equivalent to the above.